

Scenic Regional Library
Board Minutes – May 20, 2014

Scenic Regional Library Board of Trustees met at the Union Library on May 20, 2014, at 7:02 pm. Bob Niebruegge presided at the meeting. Those attending the meeting were Carol Bell, Jim Davis, John Barry, Diann Wacker, Louise Baker, Karen Holtmeyer, John Cheatham, Carol Leech, Susan Richardson, Kathleen Ham, and Paula Sutton. Absent were Carla Robertson and Joy Dufraim. Steven Campbell, Library Director, Jamie Summers, Administrative Assistant, Diane Disbro, Union Branch Manager and Tim Otten were also present.

John Barry made the motion to approve the Minutes of the April 15, 2014 meeting. Paula Sutton seconded the motion. All voted Aye. The motion carried 12/0. **Approval of Minutes**

The Financial Report was reviewed. ***John Cheatham made the motion to approve the Financial Report and the transfer of funds. Louise Baker seconded the motion. All voted Aye. The motion carried 12/0.*** **Financial Report & Transfer of Funds**

Susan Richardson commented on the St. Clair branch being recognized as the Business of the Month in St. Clair. The Board discussed the positive impact that has for the Library. Bob Niebruegge added that some paperwork would need to be filled out for the Owensville branch to be considered for the Star Business of the Month in Owensville. John Cheatham commented about the success of the Employee Appreciation Banquet held at the end of April. **Librarian's Report**

The Board revisited the topic of the quilt block for the Owensville branch. The block would be able to move to the new location, once the branch relocates. Steve Campbell provided the Board with three options. The Library could cover the cost of the block from the operations account. The second option would be that local businesses could be asked for donations, however many donated for the Employee Appreciation Banquet or the Blind Date with a Book program recently. The third option, which would be ideal, would be for the Friends group to take this on as a project for the branch. Louise Baker thinks that the quilt blocks around Owensville are a great thing, but the Library has other, larger issues to focus on at the moment. Susan Richardson thought it would be a great thing for the Friends group to look into once it is established. **Quilt Block for Owensville Branch**

Steve Campbell updated the Board on an issue with trees that has arisen at the St. Clair branch. The dentist office next door claimed the trees were not on their property and were on the Library's property. Bill Snow, the Library's Facilities Manager, trimmed the trees back a bit to keep out of the parking spaces and prevent damage to vehicles parking in those spaces. John Barry remarked that it needs to be discovered where the exact property lines lie and if the trees are on our property then remove them. John Cheatham commented that at the very least the brush needs to be removed and trees trimmed for now, also stating that if the dentist office is again unhappy with the process to inform him that we are trying to clean up the area. Louise Baker agreed that this plan sounds **Trees Adjacent the St. Clair Branch Parking Lot**

feasible, to first find out the property lines then clean up the area if it Library property rather than devoting much time or money at this point.

Steve Campbell approached the Board with the need of additional administrative office space to begin fulfilling the Library's campaign promises. The processing room is too small for the volume of materials and interlibrary loan items that are being processed now and there is not enough room for doubling the amount of new materials. Last year, the Board approved work to be done to the Auto Parts building to keep it from falling into disrepair. However, budget issues last year prevented the full \$20,000 of approved work from being completed. Bill Snow, Facilities Manager, did replace the doors and windows. Steve expressed to the Board the desire to renovate the old Auto Parts Store building by the end of this year to house the administration. This would allow space for the additional employees that will be needed to meet promises made to patrons and the communities. In the future, if the administration moves to a more permanent location, the building could be leased or sold for additional income for the Library. *Jim Davis made the motion to allot \$100,000 with a \$20,000 buffer to complete the renovation of the building to house the Administration. John Cheatham seconded the motion. All voted Aye. The motion carried 12/0.*

Additional Administration Office Space

Steven Campbell spoke to the Board about a rough framework for the 2015 annual budget. The materials budget line has doubled and \$1 million would be set aside for new construction costs. Steve said that he would prefer to add future positions to the budget now rather than putting those funds directly into reserves. Any funds not used from the unfilled positions would be transferred into reserves at the end of the fiscal year. Otherwise, he was afraid the funds for the future positions would end up being diverted to other expenses. John Cheatham agreed adding the future lines to the budget wouldn't hurt anything and the Board would get used to seeing that information on the reports. John Barry commented that the framework budget breakdown is very feasible at this point. John Cheatham also commented that the Library's best and most immediate show of good faith is the addition of hours then the addition of new materials.

2015 Annual Budget Framework

The Board discussed the two options available for a new branch location in New Haven, one being to renovate an existing building and the other being to find land to build. The only existing option is the Stonehurst Development, which would be four units totaling 5,000 square feet for a total of \$220,000. This building is an open floor plan on a concrete slab and is located in the new district of New Haven. Carol Bell pointed out that the future growth will probably be in that area but it could be decades before the growth is actually seen. She added that there were about half the number of cars parked at the businesses near Stonehurst than at the "hub" of town. She stated that many patrons are sad to see the Library leave the current location but would not want to go all the way to the west end of town to visit the branch. A City Administrator had commented to Carol Bell that the "Meyer Property" would be a prime location and was astounded that it is being offered as a donation to the Library. Property behind Subway, in "Charles Cook Plaza" is also being offered as a donation. Carol Bell added that building would be the only

New Facility Proposal for New Haven

locations that patrons could walk to, Stonehurst does not have sidewalk access, and also many housing complexes are very close to those property locations. The New Haven patrons would prefer to have a branch at the “hub” of town. The Board agrees that any branch decisions need to be made by the entire Board because each building or renovation will have a significant impact on timing and possible options for other locations. The Board agreed for those available to meet on Monday, June 2nd at the Stonehurst Development parking lot at 2:00pm to view the options.

Steve Campbell requested that the Board meeting for June be moved from the third Tuesday, June 17 to the fourth Tuesday, June 24. All of the Board members present had no objections to the change.

June 2014 Board Meeting Date

Paula Sutton made the motion to move into Executive Session. Diann Wacker seconded the motion. There was a roll call vote: Jim Davis—Aye, John Cheatham—Aye, Louise Baker—Aye, Diann Wacker—Aye, John Barry—Aye, Karen Holtmeyer—Aye, Kathleen Hamm—Aye, Carol Leech—Aye, Susan Richarson—Aye, Paula Sutton—Aye, Carol Bell—Aye, and Bob Niebruegge—Aye. The Board moved into Executive Session at 8:56pm.

The Board returned from Executive Session.

There being no further business, Bob Niebruegge adjourned the meeting at 9:20pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____